

ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. The employee of this class is also responsible for drawing up evacuation plans, for conducting fire drills, and for the review of building plans, in addition to assisting the Chief of Fire Prevention in administering the work of the division and overseeing subordinate employees. The Assistant Chief of Fire Prevention works independently in most areas, with work reviewed by and special assignments received from the Chief of Fire Prevention. This class ranks directly below that of Chief of Fire Prevention. The incumbent in this class will be assigned to perform the duties of the Chief of Fire Prevention in the Chief's absence.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting portable fire extinguishers, inspecting fixed fire extinguishing systems and standpipe systems, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Inspects sites for the storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to insure that proper safety precautions are being followed and that all applicable codes are being met.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and

evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Makes a field sketch of inspected buildings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Assists institutions or companies in developing solutions for fire prevention problems.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies, or for health care, industrial, or correctional facilities. Oversees fire safety in public assembly occupancies at major public events. Reviews building plans to identify potential problems related to fire protection.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Applies for and executes search warrants and arrest warrants. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Provides information to victims and witnesses about court presentation of a case. Testifies in court when required.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Testifies in court when required.

Assists in identifying important local fire problems and in developing components and objectives of the department's public fire education program.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer immediately preceding closing date for application to the board.

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